IST 404 – 001  
*Information Technology (IT) Project Management*  
Fall 2013

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**Office Hours:** M W 1:00-2:00 & T 2:00-3:00; or by appointment

**Prerequisites:** IST 232 & 301

**Final Exam:** Wednesday, December 11th from 7:50 a.m.-9:50 a.m.


You can read the first chapter of this textbook free on the author’s web site, [www.kathyschwalbe.com](http://www.kathyschwalbe.com) if needed; I will also post on the D2L Course Homepage.

**Course Description:** Understand what project management means and how it improves the success of information technology projects.

1. Demonstrate knowledge of project management terms and techniques, such as:
   - The triple constraint of project management
   - The project management knowledge areas and process groups
   - The project life cycle
   - Tools and techniques of project management, such as:
     - Project selection methods
     - Work breakdown structures
     - Network diagrams, critical path analysis, and critical chain scheduling
     - Cost estimates
     - Earned value management
     - Motivation theory and team building

2. Apply project management concepts by working on a group project as a project manager or active team member.

3. Use Microsoft Project 2010 and other software to help plan and manage a small project.

4. Appreciate the importance of good project management.
   - Share examples of good and bad project management.
   - Keep a journal throughout the course for personal reflection.
   - Use knowledge and skills developed in this class in other settings.

**Approach:** Lecture, homework, in-class exercises, group discussion and presentations, and team projects will be used to aid in understanding and application of project management.

**Desire 2 Learn (D2L):** Teaching materials, assignment postings, and
communications will be made available on a D2L course site. Registration will take place prior to the start of the course.

**Evaluation:**
1. Team project 30%
2. Web Quizzes 10%
3. Homework / CoLTs 30%
4. Exam 1, Chapters 1-4 10%
5. Exam 2, Chapters 5-8 10%
6. Exam 3, General PM Topics 10%

The final grading scale is based on overall percentages with about 90% required for an A, 80% for a B, 70% for a C, 60% for a D, etc.

**Policies**

**Homework Assignments:** Students will volunteer or be asked to present homework due that class period. *Late homework and CoLTs will not be accepted.* See the Homework Assignments packet. If you have a special circumstance, let me know in advance. I prefer hard copies of homework, but you can email your homework to me if you have to miss class for a legitimate reason.

**Participation:** Students are expected to actively participate in class by asking questions, working on in-class exercises, giving presentations as individuals or as part of their team projects, and sharing personal experiences and opinions related to the topics discussed. *Students who do not participate in class or miss more than 4 in-class hours without a pre-approved excuse will have their final grades reduced by one letter grade.* Be sure to contact me BEFORE you miss a class, if possible. Let me know about last minute emergencies via email or phone as soon as you can.

**Team Projects:** The purpose of the team project is to use a structured approach to project management in a team setting. Each student will propose a potential project with a real sponsor and real deliverables. Teams will consist of 2-3 students. I’ll let teams self select and assign people to teams as needed.

Each team will do the following:

1. Plan how your team will do all of the work required for the team project. Present your plan as part of the first status report (about 10 minutes for the presentation, normally given by the project manager), and track progress as the course progresses. For the first status report, *give me a hard copy before your presentation,* and have the data available on your team web site (see templates and samples in the text and online)
   - a one-page status report
   - a charter and preliminary scope statement for your project
   - a team contract
   - a draft schedule (in Word or Excel)

For the draft schedule, include columns that list each major task, estimated start and end dates for each task, who is responsible for each task, and an estimate of the number of hours it will take to complete each task.
2. Your team will prepare a second status report (about 5 minutes per presentation, given by someone other than the PM), including a one-page status report, a detailed Gantt chart created using Microsoft Project, a detailed scope statement, updates to other planning documents (as needed), and a comparison and brief discussion of planned and actual information to date, including the number of hours each member worked on the project vs. what was planned and when tasks were actually started and completed. Focus on showing your progress in creating the products of your project as well.

3. Create a team web site to host your project information and topic presentation. You can prepare the site using any software you choose. You can just link to documents created in Word, Excel, Project, etc. Example team web sites will be provided as well as a template your team can use for the web site.

4. Prepare a final project notebook and presentation. By the last day of class, each team will hand in one project notebook that includes the following:

   - Cover page and detailed table of contents. List the project name, team members, date, and project web site URL on the cover page. Be sure to number all pages. You may include tabs or dividers between major sections of the notebook too. Try to just staple the final report or use a small binder, and make it look professional.

   - A double-spaced, 4-5-page project report and a final presentation. This report should briefly describe the whole project. Answer questions like the following: What did your team produce? Was the project a success or not? Include some type of quote or evaluation from your project sponsor. What project management tools/documents did you use, and did they help? What went right on the project? What went wrong? What did your team learn by working on this project? How did you select the project manager? Did he/she do a good job at leading your team? Did you work well as a team? How closely did you follow your plan? Discuss this information in your final project presentation (about 15 minutes).

   - Project management documentation, as described above. Include a print out of your team’s web site home page, your charter, Gantt chart, status reports, project report, final presentation, etc.

   - Product documentation, as applicable. For example, if your project produced a business plan, include that plan.

Part of the grade for the team project will be based on the presentations and web site and part will be based on the project notebook (one notebook per team, due on the day of the final examination). Team project managers will earn a small amount of extra credit applied to the project portion of their grade for successfully leading their project teams.
Homework Assignments

HW1: Summary of PM Web Sites (150 points)
Review PMI’s web site (www.pmi.org) and link to project management sites from the textbook author’s web site (www.kathyschwalbe.com) under Project Management Information on the main page. Visit at least five of the links and read at least two articles from any of these sites. Write a one- to two-page single-spaced paper summarizing key information and your opinion of PMI’s site, the other sites you visited, and the articles you read. Include proper citations, especially for the articles. You can follow the footnote format in the text for citations.

HW2: Class Project Proposal (50 points)
Each student will propose a project to be done as part of this class. Projects must have a sponsor (can be a student, friend, boss, community leader, etc.), provide a needed service or product, and be a good fit for this class. Each student normally spends between 20-40 hours on the class project. Review the textbook author’s web site and look at some of the past student projects and the information in this syllabus about the projects. Then write a proposal for a potential project, using the template on the textbook web page. (file name, potential_project.doc). Talk to the sponsor before writing the proposal, and try to come up with a good proposal!

HW3: Project 2010 Tutorial (400 points)
Microsoft Project 2010 Appendix A Assignment.

Instructions provided based on updates from 7th Edition Textbook Edition

HW4: Project Manager Interview (240 points)
Using your personal contacts, web sites, articles, or other sources, find someone who managed a project in the past (or is currently managing one) in any industry. Interview this person (in person, via phone, or via the Internet) and using the project manager interview guide on the textbook web page, ask him/her questions about being a PM. Document your results in a one- to two-page, single-spaced paper. Be ready to summarize your interview in class.

HW5: MBTI (200 points) – Jung Typology Test
Take the MBTI test and research information on this tool. There are several web sites that have different versions of the test and information on it, such as www.humanmetrics.com (the one I’d suggest taking the test on), www.personalitytype.com, www.myersbriggs.com, and www.keirsey.com. Write a one- to two-page paper describing your MBTI type, and what you think about this test as a team-building tool.

HW6: Lessons Learned/Self Assessment (200 points)
• Prepare your own lessons learned report (1-2-pages, double-spaced) based on personal reflections of what you learned from this class, including the team projects and presentations. Address what you learned from all aspects of the class, not just the project. (100 points).
• Write a one- to two-page self-assessment based on the team project, answering the following questions (100 points):
1. If you had to give your team a grade for the project, what would it be? Why?
2. What were your roles and responsibilities on the group project? How well do you think you performed on this project?
3. Briefly assess each team member’s performance. If you had to give each person, including yourself, a grade, what would it be? To compare individual contributions, if you had 100 points to allocate to your team, how would you allocate them? If you’re a Survivor fan, what would be the order you would have voted people off of your team and why?

Collaborative Learning Techniques (CoLT) (400 points)

CoLT Instructions: Guidance and due dates will be provided in class.

- CoLT Assignment 1 (100 points), Chapter 2 (3 short answers)
- CoLT Assignment 2 (100 points), Scope Creep Film Analysis
- CoLT Assignment 3 (100 points), Network Diagramming
- CoLT Assignment 4 (100 points), Group MBTI Analysis

Web Quizzes (360 points) – Detailed Web Quiz Instructions Provided Separately

Online web quizzes (10 questions worth 2 points each) for all 9 textbook chapters:

[http://www.intropm.com/](http://www.intropm.com/) - Find Quizzes (Chapters 1-9) under “Student Resources” link. Complete Multiple Choice (90 MC questions total) and True False (90 T/F questions total) to receive the maximum points allowed for the assignment.

Web quizzes will be provided on the Student Resources page provided by the textbook author. Print Quiz Results into a PDF file and drop it into the Drop Box. No hard copy quizzes are required to be submitted. Quiz dates will be provided in class. You can work in teams to prepare for the quizzes; however, each student will be responsible for submitting their own quizzes (electronic submission). No team quizzes will be accepted.

Special Note regarding campus safety:

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that students become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, on the BERT web site at [www.bert.siu.edu](http://www.bert.siu.edu), at the Department of Public Safety’s web site at [www.dps.siu.edu](http://www.dps.siu.edu) (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

Instructors will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. **It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency.** The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
Name: _____________________

**Homework (1,240 points)**

HW1 Summary of PM Web Sites (150 points) __________
HW2 Class Project Proposal (50 points) ____________
HW3 Project 2010 Tutorial (400 points) __________
HW4 PM Interview (240 points) _____________
HW5 MBTI (200 points) _______
HW 6 Lessons Learned/Self-Assessment (200 points) _______(Due on day of the Final Exam)

**Collaborative Learning Techniques (CoLT) (400 points)**

CoLT Assignment 1 (100 points), Chapter 2 (3-short answers) __________
CoLT Assignment 2 (100 points), Scope Creep Film Analysis __________
CoLT Assignment 3 (100 points), Network Diagramming ___________
CoLT Assignment 4 (100 points), Group MBTI Analysis ___________

**Exams (1,500 points)**

Exam 1 (500 points) ______
Exam 2 (500 points) ______
Exam 3 (500 points) ________ (Due on day of the Final Exam)

**Web Quizzes (360 points) __________

**Team Project (1,500 points)**

<table>
<thead>
<tr>
<th>Initial Status Report (TBA)</th>
<th>Project Notebook</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Status Report (TBA)</td>
<td>Project Report</td>
</tr>
<tr>
<td>Web Site</td>
<td>Final Presentation</td>
</tr>
</tbody>
</table>

Team Project _____ (Due on day of the Final Exam)

**Final Grade (5000 Points Possible) __________

* All submissions are due hard copy (unless otherwise specified in class)
**Updated August 9, 2013